

2004 Scorebook

Summary of Changes

Changes for the 2004 Scorebook are significant and are as follows:

- 1. All pertinent information, guidance, and instruction on how to prepare well-written comments and a high quality scorebook have been consolidated into the 2004 Scorebook. Examiners should not find it necessary to search multiple documents in order to better understand what the scorebook requires or how to accomplish the task.**
- 2. In order to facilitate the use of the expanded scorebook, it has been broken into four distinct sections: Scorebook Instructions, Scorebook Guidance, Scorebook Worksheets, and Stage 3, Site Visit Review.**
- 3. The Scorebook Instructions have been rewritten as the “Quickstart” instructions in an effort to make them more concise and user friendly.**
- 4. The Scorebook Guidance section includes specific instructions on how to prepare well-written comments and worksheets, as well as samples of completed worksheets.**
- 5. A Conflict Of Interest Determination Worksheet has been added to the 2004 Scorebook to help Examiners identify actual or perceived conflicts. This worksheet should be completed prior to signing the Conflict of Interest Statement and should be submitted as a part of the completed scorebook.**
- 6. In a continuing effort to help Examiners identify key themes for the applicant, all Item Worksheets ask for relevant key factors and evaluation factors tied to each comment. Results Items continue to ask for evaluation factors related to levels, trends, comparisons, etc. Process Items now ask that you identify the appropriate evaluation factor(s) of approach, deployment, learning, and integration. These factors also correspond to the elements of the scoring guidelines.**
- 7. Two optional tools have been added to the 2004 Scorebook to facilitate the analysis and evaluation of an application. The first optional tool is designed to help Examiners evaluate and score Process Items, and the second is designed for Results Items. These tools are included as attachments to the scorebook.**

- 8. As a part of a change to the Stage 3, Site Visit Review, each Item Worksheet and the Site Visit Score Summary Worksheet are designed to capture a scoring range at site visit. Teams will be asked to identify the scoring range that most accurately represents the applicant's performance level for each Item. In addition, teams are asked to capture how this range compares to the consensus evaluation, i.e., higher range, same range, or lower range.**